

# MEMORANDUM

State of Alaska  
Department of \_\_\_\_\_

To: Kamie Willis  
Litigation Assistant  
Department of Law  
Opinions, Appeals & Ethics Section

DATE:

FILE No.:

TELEPHONE No.: (907)

FROM:

SUBJECT: Executive Branch Ethics Act,  
AS 39.52 Quarterly Report  
[ INSERT QUARTERLY  
DATE RANGE]

**\*\*\*\*SAMPLE LANGUAGE – PLEASE COPY ONLY THE  
PARAGRAPH THAT APPLIES ONTO YOUR AGENCY’S LETTERHEAD \*\*\*\***

[As designated ethics supervisor for the \_\_\_\_\_, I wish to advise you that I have received no notifications of potential violations or requests for ethics determinations under the Ethics Act (AS 39.52) and have made no written determinations for this quarter.]

[As designated ethics supervisor for the \_\_\_\_\_, I have received \_\_\_\_ notification(s) of a potential violation under the Ethics Act (AS 39.52) and \_\_\_\_\_ requests for ethics determination. I have attached a copy of each notice or request received, along with my written determination for review by the attorney general. I [did] [did not] receive an advisory opinion from the Attorney General.]